

SAA Course Approval Check List for Schools

		Compliance		Comments
		Yes	No	
Official letter of request				
List of books/tools				
Student application and enrollment form				
Student payment form				
Student progress form				
Copy of diploma/certificate				
Schedule of tuition and fee charges				
SAA form-initial approval				
VA form 27-8206				
VA form 22-8794				
Copies of State of NJ license (previous 2 years)				
Copies of "Form J" NJ Department of Education				
Proof of insurance				
Current financial p&l statement				
Certified* copies of school catalog	page #			
Student/faculty ratio				
Description of facilities				
Description of educational space				
Description of educational equipment				
List of school officials				
List of governing body and faculty				
Entrance requirements				
Enrollment dates				
School calendar				
Term beginning and ending dates				
List of holidays & vacations				
Policies for:				
Grading system				
Granting credit for prior training				
Leave of absence				
Attendance				
Absences				
Class cuts				
Tardiness				
Make-up work				
Academic progress standards				
Student conduct policy				
Re-admission				
Appropriate refund policy				
Course outline (hourly breakdown)				
HOSPITALS ONLY				
Copy of AMA approval letter				

*The catalogs must be, "**Certified true and correct in content and policy**"

_____ (Certifying Official), _____ (Date) and signed by an appropriate certifying official.